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12 JAN 1977



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MEMORANDUM FOR: Director of Research and Development *CRW/MG*

FROM : Robert W. Garbino  
Director of Security

SUBJECT : FY-1979 Planning for Exploratory  
Research and Development

REFERENCE : ORD-2537-76 (12 November 1976)  
ORD-0007-77 (3 January 1977)

1. Attached per your request is a prioritized ranking of the proposed programs provided in the referenced memoranda. This list represents those areas in which the Office of Security desires research efforts on our behalf. The Project Proposal descriptions for these programs have been reviewed and are in general acceptable. We assume that minor changes may be made, if necessary, at a later date similar to actions taken in past years.

2. There are several programs which have little or no interest for the Office of Security especially when compared to those we have prioritized. We would prefer to see our high priority programs receive sufficient funding to assure successful efforts. After careful consideration, we do not wish to endorse the following programs as Office of Security sponsored:

a) b) c) 

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3. In addition to the attached prioritized list of programs we have several others which were addressed in the past and for one reason or another were never funded in FY-1977 and FY-1978. Final reports on these projects are due in early CY-1977 and preliminary results have indicated several areas of interest. We would strongly

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urge the DDS&T to make sufficient funds available in both FY-1977 and FY-1978 to continue work on these programs without delay. To be included in only FY-1978 or FY-1979 would mean a one or two year wait which we find unacceptable in the areas of security involved. We hope the following programs will be continued through FY-1977 and FY-1978 if necessary:

- a) Document Destruction
- b) Advanced Security Containers

4. The Office of Security has had an interest in a program listed last year as "Microwave Safety Standards". We would like to see this program expanded to consider the safety aspects of several pieces of technical equipment

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[REDACTED]

A program we submitted several years back, "Physiological Effects of ACM Equipment" which would have covered this area was deleted because of budget limitations.

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5. [REDACTED] of Technical Security Division is the Office of Security contact on this planning exercise. Should you have any questions concerning these programs he may be reached on extension [REDACTED]

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[REDACTED]  
Robert W. Gambino

atts

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ATTACHMENT

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ORD-2537-76

12 NOV 1976

MEMORANDUM FOR: Director of Security

SUBJECT : FY-79 Planning for Exploratory Research  
and Development

1. The Office of Research and Development is beginning its agency-wide exploratory research and development program for the FY-79 planning cycle. As in the past two years, this consolidated research and development program will apply a form of the zero based budgeting process in order to be responsive to the highest priority objectives and requirements of the Agency. The culmination of this process will be the ORD Program Call for FY-79.

During the Coordination Cycle for your FY-79 research requirements, you will have an opportunity to make necessary adjustments to requirements that were developed for FY-78. We hope that you will make every effort to avoid massive or arbitrary adjustments in those FY-78 programs.

2. In order to provide you with continuity, status reports of your FY-76 and TQ requirements with evaluation forms are attached. The FY-76 and TQ status reports indicate the effort that ORD has expended on your requirements and the current status of those requirements. After you review the FY-76 and TQ status reports, please complete the evaluation form for each requirement that ORD has acted upon and submit these evaluations with your FY-79 initial requirements. The evaluations provide you, the customer, with an opportunity to assess our efforts while providing ORD an external assessment of our program.

Also, status reports of your FY 77-78 requirements are attached. These reports reflect our currently planned efforts to service your requirements during FY 77 and FY 78. Since ORD has not received Congressional approval for our FY-78 program, this portion of the status report should be regarded merely as a point of departure for the FY-79 planning cycle discussion.

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SUBJECT: FY-79 Planning for Exploratory Research and Development

3. For convenience, we have defined five phases for the FY-79 planning cycle as follows:

Phase I - Initial Requirements Generated  
(Nov 15 - Nov 26)

Using the attached status reports as a point of departure, prepare a description of your estimated exploratory R&D needs for FY-79 and projections of FY 80-83 research needs (see paragraph 4 for guidelines). At the same time, appropriate elements within ORD will prepare descriptions of possible R&D support programs based upon previous experience, an overall assessment of Agency needs, and an assessment of the current state-of-the-art. Drafts of program descriptions should be exchanged prior to the initial working group meetings in the next phase.

Phase II - Initial Joint Working Group Meetings  
(Nov 29 - Dec 10)

Joint discussion meetings of your initial requirements and related ORD proposed areas of activity.

Phase III - ORD Drafts Project Proposals based on  
Joint Meetings (Dec 13 - Dec 30)

ORD will draft a set of potential R&D projects which will include both your initial requirements and those ORD-proposed efforts in which your representatives concurred at the joint meetings. Preliminary estimates of project cost, schedule, and possible technical approaches will be drafted.

Phase IV - Project Proposals Reviewed and  
Ranked by Customer (Jan 3 - 7)

Your representatives and those from ORD will discuss amendments and corrections during this period. Also, you will be requested to prioritize the proposed projects in rank order, e.g., for ten projects, the highest priority project would be ranked one out of ten (1/10). This list of projects will constitute

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SUBJECT: FY-79 Planning for Exploratory Research and Development

your formal list of requirements for the FY-79 Planning Cycle. To fit our planning cycle schedule, I must have your finalized listing by 7 January. (Components outside the DDS&T should coordinate their requirements within their Directorate if appropriate.)

Phase V - ORD FY-79 Program Plan (Jan 10 - Apr 4)

From experience, we expect the total funding needed to service all customer requirements will far exceed the total ORD budget. To effectively allocate our limited resources, ORD will again utilize a form of the Zero Based Budgeting process to select the highest priority Agency requirements. At the conclusion of this process, projects to be funded will have been identified based on Agency and customer priorities, estimated feasibility/probability of success, estimated cost to achieve the desired goal, and other factors.

4. The guidelines for initial requirements are:

a. Address only those projects which are of a research and exploratory development nature; include areas having potentially high payoff with low a priori probability of success and areas with long-term (5-10 years) payoff. Exclude projects which are purely developmental, operational or production in nature, and exclude those activities which would normally fall within your own charter.

b. Define Initial Requirements in sufficient detail to identify specific developmental, operational, or production problems that the research is intended to solve or help solve. Except for unusual cases, prejudgetments of technical approaches or solutions should be avoided.

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SUBJECT: FY-79 Planning for Exploratory Research and Development

c. Define the relationships of the requested research to the total system needed to satisfy relevant intelligence objectives; this will enable ORD to identify other possible research requirements needed for the complete operational system.

5. Based upon our experience over the last two years, the ORD planning system appears to be of mutual benefit to ORD and its customers. I would, therefore, like to request that you designate a representative in your office through which appropriate ORD elements might work in identifying your future exploratory research and development needs. The ORD representative responsible for coordinating your office requirements is:

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Name  
Division  
Extension

Name	
Division	
Extension	

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Frank A. Briglia  
Acting Director  
of  
Research and Development

Attachments:  
As stated

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ORD-0007-77

3 January 1977

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MEMORANDUM FOR: [REDACTED] TSD/OS

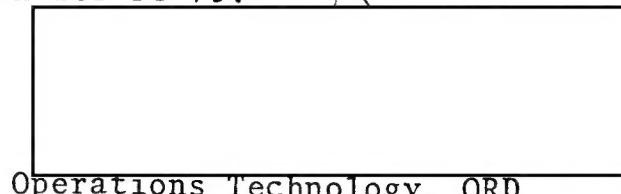
SUBJECT: ORD-Suggested Research Projects for FY 79

REFERENCE: Memorandum for D/OS, "FY-79 Planning for Exploratory Research and Development," 12 November 1976, ORD-2537-76

1. Attached are descriptions of suggested FY 79 projects proposed by the various ORD divisions that we feel are of interest to the Office of Security. These have been organized by ORD division for your convenience in reviewing these proposals. Should you desire any further information or revisions to these proposals, we will be happy to discuss them with you.

2. In accordance with the schedule established by ORD-2537-76, it is requested that all these projects, as a group, be prioritized in rank order, e.g., for 10 projects, the highest priority project would be ranked 1 out of 10 (1/10). This list of projects will constitute your formal list of requirements for the FY-79 Planning Cycle. To fit the ORD Planning Cycle schedule, the Director of Research and Development requests your finalized listing by 7 January 1977.

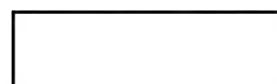
3. Based on your ranking, the various ORD divisions will prepare and finalize their overall FY-79 program. Once this is done and approved by D/ORD, you will be provided with ORD's final and complete plan for FY 79.



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Operations Technology, ORD

Attachments  
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